

***State of Washington
Department of Transportation
Notice to Consultants
On-Call Landscape Architecture Services***

Washington State Department of Transportation (WSDOT) solicits interest from consultants interested in submitting a Statement of Qualifications for Statewide On-Call Landscape Architecture Services. WSDOT will be awarding multiple agreements as a result of this advertisement. Each agreement will be for 4 years duration. Each agreement will be for \$750,000.

Project Description

These services will provide Landscape Architecture services for various projects. Work may include the following types of work:

A. Visual Quality Assessment

Work of this type includes written reports and/or graphics supporting the use of the FHWA methodology for Visual Quality Assessments for SEPA and NEPA process and documentation. Aspects of this methodology include both qualitative and quantitative elements. Work of this type would normally be done during the environmental process for a project.

B. Design/Contract Development

Work applies WSDOT policies, standards and formats and follows WSDOT project development processes. The following work elements would normally be done as part of the Design/Contract development process for various projects. In many cases, this work would be done alongside a project team that is already working on other aspects of the project. Roadside Restoration and Urban Highway projects can also be done as specific stand-alone projects. In all cases, design work would normally be taken to the level of final Plans, Specifications and Estimate contract documents.

i. Wetland / Stream Mitigation

Work of this type can include plans for portions or all of the following items:

- Conceptual drawings;
- Contour grading;
- Planting;
- Streambank restoration;
- Irrigation;
- Habitat features; and
- Details.

ii. Roadside Restoration Projects

Included within these projects could be documents and plans for such elements as:



- Plantings;
- Soil Bioengineering;
- Site Preparation;
- Water pollution and erosion control;
- Details;
- Traffic control; and
- Site layout.

iii. Urban Highway Projects

These projects would include everything as noted under the Roadside Restoration element, with the following additional elements:

- Irrigation plans; and
- Hardscape Design.

C. Technical Services

This work could include various services to provide technical expertise in areas such as arboriculture, horticulture, soils, art, ecology, interpretive design, botany, hydrogeology, community involvement and other expertise as needed.

The selection of consultant(s) for On-Call Landscape Architecture Services will be made from the list of qualified consultants responding to this notice. All firms responding will be evaluated and ranked. All firms scoring within 80% of the top-scoring firm will receive an agreement.

Firms selected for On-Call Landscape Architecture Services will receive an On-Call contract for a four (4) year term. However, no new tasks will be authorized after the third (3rd) year. Individual tasks will be negotiated as stand-alone assignments terminating when the task budget is exhausted or the task time frame has expired. The agreement shall be terminated when the Agreement budget is exhausted or the Agreement time frame has expired.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for each of these projects. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager(s);
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm's Project Management System (Prime Consultant Only); and
5. References/past performances (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

Submittals

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 4.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 5; and
- Your Submittal Information form(s.)

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications, and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Friday, July 11, 2003:

Mr. Michael B. Rice
Director, Consultant Services



Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Friday, June 20, 2003 and Friday, June 27, 2003.